

Little Traverse Bay Bands of Odawa Indians

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**BIINDIGEN CONVENIENCE STORE
AN ENTERPRISE OWNED AND OPERATED BY THE LTBB OF ODAWA INDIANS**

Job Posting

Job Title:	Convenience Store Manager
Reports to:	Odawa Enterprise Manager
Salary Range:	\$31,500 to \$42,500
Level:	4
Open Date:	9-15-06
Closing Date:	10-6-06

SUMMARY: Responsible for the daily operations of the convenience store under the supervision of the Odawa Enterprise Manager or designee. The manager will efficiently supervise the store, including operating all store equipment. Interviews candidates and makes employment decisions including hiring, training and disciplining. Ensures store meets profit and loss goals along with control of the variable costs such as payroll etc., in conjunction with the Enterprise Accountant. Completes daily sales reports and bank deposits. Audits cash receipts and store inventory on a regular schedule. Periodically surveys area competitions for product pricing. Performs or orders minor cosmetic maintenance as required. The Convenience Store Manager is responsible for promoting excellent customer service through store cleanliness, proper merchandising and friendly, helpful store personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following, other duties may be assigned.

- Responsible for staff hiring, scheduling, training, and day to day supervision and management. Staff must be trained regarding alcohol and tobacco sales.
- Management and processing of employee time cards.
- Handle the purchasing functions for the store as well as establish and monitor all re-stocking of shelves. Maintains inventory system, including management of hardware and software.
- Responsible for store promotions and advertising.

- Maintenance of the store and grounds to include but not limited to: daily cleanliness of the store with checklists for store cleaning established, outside appearance of the store and grounds, snow removal and lawn care.
- Responsible for the security systems at Biindigen
- Communicate with the LTBB Safety Coordinator on a regular basis and attend any safety training that is needed to ensure the safety of the customers, employees and assets of the store.
- Responsible for the daily paperwork, bank deposits, sales reports, and submission of coupons for reimbursement.
- Responsible for enforcing the correct banking, register and accounting procedures as set up by Odawa Enterprise Manager and the Enterprise Accountant.
- Prepare a weekly report to the Odawa Enterprise Manager or designee.
- Responsible for the evaluation of store personnel to include performance reviews and any disciplinary action that is needed.
- Follow the policies and procedures of the Enterprise Employee Handbook and ensure that all employees are informed of the handbook and receive a copy upon hire.
- Maintain, up-date, and amend current policies and procedure relevant to the store; draft new policies and procedures as needed.
- Must be available for emergencies or issues pertaining to the store at any time.
- Must undergo a background check.

EDUCATION AND EXPERIENCE

Associates degree in Business Administration, Management or a related business field (Bachelors degree preferred) plus two years experience as a manager in the retail or hospitality industry. Prior retail store experience with fuel and experience supervising employees is strongly encouraged. Must have a valid Michigan Drivers License, occasional travel required.

COMMUNICATION SKILLS

Must have excellent written and oral communication skills and be a true self-starter. Must have high standards of customer service and be able to motivate others towards success.

COMMENTS

Native American preference will apply.